

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Delegated Behind-the-Wheel Trainer	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Operations Support)
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	9712	<b>WORK YEAR:</b>	10 Months
<b>DEPARTMENT:</b>	Transportation Services	<b>SALARY:</b>	Range 43 Salary Schedule C
<b>REPORTS TO:</b>	Assigned Supervisor & Instructor	<b>CABINET APPROVAL:</b>	06-06-17

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**BASIC FUNCTION:**

Under the direct supervision of a State Certified Instructor, the Delegated Behind-the-Wheel Trainer assists in behind the wheel training and required in-service training. Positions allocated to the classification typically spend time driving a bus route and training new and continuing Bus Drivers.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Assist in and provide behind the wheel training for initial issuance and for renewal certification of license, under the supervision of a driver instructor. **E**

Assist in the in-service and safety training under the supervision of a certified instructor. **E**

Ride with school bus drivers on regular routes to observe their skills in safe student transportation under supervision of a certified instructor. **E**

Assist in training department personnel on training new employees on various routes, accident retraining, proficiency training, public relations, evacuations, and auditing bus routes. **E**

Keep accurate and current records. **E**

Perform responsibilities and duties of the District's School Bus Driver. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

High School Diploma or General Education Development (GED) equivalent and three years of experience as a school bus driver.

**LICENSES AND OTHER REQUIREMENTS:**

Hold a valid California Class A or B driver's license with passenger endorsement (renewed every five years); provide proof of insurance; School Bus Driver's Certificate (renewed every five years); Medical Examiners Certificate Card (renewed every two years), employee entrance evaluation (lifting test); Department of Transportation drug and alcohol testing; and ten (10) hours of in-service training time required yearly. A school bus driver shall not drive a school bus if any one of the four renewable licenses or certifications are not current and in the employee's immediate possession; and a valid California Department of Education School Bus Driver Delegate Behind-the-Wheel Trainer Certificate is required.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

- Safe driving practices and techniques.
- Provisions of the California Vehicle Code, Administrative Code, and Education Code applicable to the operation for the vehicles in transporting students.
- District policies and procedures related to assigned function.
- Applicable sections of the California Motor Vehicle Code, State Education Code, Highway Patrol Handbook, and other state and federal laws.
- Local geography of metropolitan area or ability to read maps.
- Basic maintenance requirements of vehicle and other equipment related to school transportation.
- Conflict resolution.
- First aid and CPR practices.
- Interpersonal skills using tact, patience, and courtesy.
- Health and safety regulations.

**ABILITY TO:**

- Perform the basic function of the position.
- Meet and maintain the requirements of the District's School Bus Driver position requirements.
- Plan, organize, and conduct behind-the wheel training and assist with in-service programs.
- Understand and follow both oral and written instructions and the ability to communicate effectively.
- Operate a two-way radio.
- Meet the physical requirements necessary to perform assigned duties.
- Perform skilled driving to operate a school bus and other transportation equipment in a safe and efficient manner, exercising good judgment and extreme caution.
- Maintain appropriate licensing and required certifications to operate a school bus.
- Maintain established time schedules.
- Comply with all vehicle codes.
- Prepare records related to mileage, pre-trip sheets, driving hazards, and incidents.
- Maintain order among students and passengers on the assigned vehicle.
- Learn a designated route, appropriate stops, and traffic hazards.
- Follow oral and written directions.
- Be patient and understanding with all students.
- Assist in lifting children when loading or unloading the bus.
- Operate, maneuver, and/or control the actions of safety restraining and wheelchair lift devices.
- Lift, carry, push and/or pull moderately heavy objects according to safety regulations.
- Establish and maintain cooperative and effective working relationships with others.
- Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Outdoor and school bus environment; drive in various road and weather conditions; noise from students on the bus.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to exchange information in person, two-way radio, and by telephone; dexterity of hands and fingers to secure wheelchairs and assist students; see to monitor student activities and read a variety of materials; sit for extended periods of time when operating a transportation vehicle; walk, stand, and step up/down for extended periods of time; bend at the waist, crouch, and reach overhead, above the shoulders, and horizontally; physical strength and dexterity to pull children and evacuate them from a bus in case of emergency or accident; lift, carry, push, and/or pull moderately heavy objects and materials.

**SAMPLE HAZARDS:**

Traffic hazards when stopping traffic and escorting students across streets; exposure to fuels, exhaust, and fumes from fluid used in the operation of equipment; exposure to chemical compounds used to clean equipment; exposure to surfaces of engine components being very hot, oily, and greasy; possible contact with blood-borne pathogens and bodily fluids; occasional contact with dissatisfied or hostile individuals.

**APPROVALS:**

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SEIU Union Signature(s)

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Date

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Cancy McArn, Chief Human Resources Officer

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Date

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José L. Banda, Superintendent

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Date